

TITLE: Police Officer

DEPARTMENT: Police

FLSA STATUS: Non-Exempt

Job Summary: This position is responsible for maintaining law and order and protecting property in the City. The incumbent may be assigned to a specialty area within the department based on needs.

Major Duties:

- Receives and responds to dispatched calls; investigates crime by gathering information from suspects, victims and witnesses; takes appropriate action;
- Obtains arrest warrants as necessary;
- Maintains and operates all assigned equipment;
- Conducts security checks of businesses, parks, public buildings, and residences;
- Issues citations and/or makes arrest for violations of laws including traffic violations and local ordinances;
- Arrests and transports criminals;
- Prepares incident and accident reports;
- Attends court and testifies about cases investigated or reports written;
- Assists with crowd control and security assignments at public gathering or incident scenes;
- Provides assistance to the public as needed; provides information and guidance regarding victims' rights; assess victims; renders aid to injured prior to EMS arrival;
- Attends and participates in daily roll call including inspection and training prior to going on duty;
- Participates in training programs to improve knowledge and skills; may serve as Field Training Officer.
- Conducts inquiries on state and national crime information networks for outstanding warrants, license status, vehicle registrations, administrative messages, etc.
- Reports hazards on roadways within City limits;
- Protects the property and civil rights of persons placed in custody;
- Collects and preserves evidence from crime scenes including fingerprinting, collecting blood samples, photographing crime scenes, etc;
- Transport City revenue from City Hall to designated financial institutions;
- Participates in community-oriented policing programs such as the Citizens Police Academy, C.O.P.S, and related activities; meets with neighborhood residents; gives presentations and responds to questions and concerns; educates citizens on how to protect themselves from criminal activity;
- Serves as first-responder to provide assistance to victims of traffic accidents and other calamities; assists fire and emergency medical personnel in treating and transporting victims;
- May serve as court bailiff;
- Provides security for special events;
- Performs other duties as assigned.
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Additional duties for Community Relations:

- Coordinates and teaches safety programs such as Neighborhood Watch, PRIDE, business watch, or similar crime prevention and community relations programs.

Additional duties for Traffic Officer:

- Enforces state/local laws by issuing warnings/traffic citations as necessary;
- Responds to traffic complaints such as speeding, running red lights, running stop signs, obstructing an intersection, etc., from citizens;
- Conduct/participate in safety check points;
- Arrest/take into custody individuals found to be driving on a suspended license, D.U.I., without a license, driving recklessly, or other major violations of state/local laws;
- Maintains traffic control through observation and the use of speed detection devices; issues traffic citations as necessary;
- Conducts investigations of vehicle accidents; prepares accidents reports;
- Reports all traffic related statistics for traffic analysis data;
- Provides security and traffic enforcement for all city sponsored events.

Additional duties for Criminal Investigations Assignment/Detective:

- Examines and analyzes crime scenes; collects physical, trace and biological evidence; photographs crime scenes and diagrams crime scenes; preserves evidence;
- Prepares cases for prosecution and testifies in court;
- Analyzes completed police reports to determine what additional information and investigative work is needed;
- Notes, marks, and photographs location of objects found, such as footprints, tire tracks, bullets and bloodstains; takes measurements of the scene;
- Interviews witnesses; obtains facts or statements from complainants, witnesses, and accused persons;
- Secures subpoenas and arrest and search warrants;
- Attends criminal intelligence meetings;
- Maintains informational files on suspects.
- Investigates narcotics related criminal activity: performs surveillance of locations to obtain information on individuals that may be involved in illegal activities; investigates complaints citizen complaints regarding narcotics activity;
- Interviews witnesses, suspects, victims and officers to obtain information that may result in the arrest of persons involved in illegal activity;
- Locates and arrests individuals involved in the sale and use of narcotics;
- Seizes any property and/or money involved with illegal narcotics activity.

Knowledge Required by the Position:

- Knowledge of law enforcement concepts and terminology, including criminal investigation, law enforcement and crime prevention; first-aid principles and techniques; report preparation and record keeping; and human behavior theories related to criminology, crisis intervention and crowd control;
- Knowledge of laws and court decisions pertaining to law enforcement, including search and seizure, suspects' and prisoners' rights, and custody and protection of evidence; operational principles and practices of criminal investigation, law enforcement and crime prevention; court and trial procedures;
- Knowledge of the use and effects of law enforcement weapons; methods of self-defense and physical restraint;

- Knowledge of the Police Department's policies and procedures; geographic layout of City; vocabulary of technical/specialized fields of law enforcement such as identification, detention and pathology;
- Skill in learning, interpreting, applying and explaining complex laws and regulations; reading and interpreting documents such as maps and diagrams;
- Skill in performing accurate mathematical calculations; comprehending and retaining factual information and applying what is learned;
- Skill in observing and remembering details of events, names, faces, numbers and physical descriptions; preparing and maintaining clear, accurate and concise reports and files;
- Skill in communicating effectively in both verbal and written form; exercising tact, self-restraint, judgment and strategy in dealing with people of all races, ethnicities and socio-economic groups and who may have emotional or physical difficulties;
- Skill in exercising sound independent judgment in emergency or stressful situations; correctly interpreting a given situation and taking appropriate action under a variety of conditions;
- Ability to react quickly and calmly in emergencies;
- Ability to operate the computer and various programs;
- Ability to understand and carry out oral and written instructions;
- Ability to gather, assemble, analyze and evaluate facts and evidence and to draw sound conclusions; working ability to obtain valid information by interview and interrogation;
- Ability to work rotating shifts, varying hours and be on call.

Supervisory Controls: The Sergeant or Lieutenant assigns work in terms of departmental goals and objectives. The work is reviewed through reports and observation of activities.

Guidelines: Guidelines include federal, state and local ordinances and regulations and departmental policies and procedures governing law enforcement action, including court procedures. These guidelines require sound judgment and interpretation in application.

Complexity: The work involves performing various duties in protecting life and property and enhancing public safety in the City. The incumbent is required to perform varied duties including physical observation, simultaneous operation of vehicle and computer, processing reports and

Inter personal communication – often in adverse situations. Diversity of population served, rapid growth in population and rotating shifts add to the complexity.

Scope and Effect: The purpose of this position is to protect the public and ensure a safe environment within the City as well as surrounding communities. Successful implementation of the work results in a safer atmosphere and a decrease in citizen victimization.

Personal Contacts: Contacts are typically with other law enforcement officers, emergency personnel, citizens, victims, witnesses, defendants, judges, attorneys, other criminal justice agency employees, city employees and the general public.

Purpose of Contacts: Contacts are typically to give and exchange information, resolve conflicts, negotiate or settle matters and provide services and protection.

Physical Demands: Visual acuity in both eyes, normal color vision; hear in-person, radio and telephone conversations; recognize differences or changes in sound patterns, loudness or pitch; speak audibly and clearly; identify and distinguish smells of different materials; sit or stand for prolonged periods; walk, run, kneel, stoop, crawl and crouch; make precise and coordinated finger, hand and limb movements; maintain uniform, controlled hand-arm posture or movement; push, pull or drag an adult (averaging 160 pounds); lift and carry all sorts of items (average 50 pounds); use force to restrain/subdue others; work efficiently for long periods of time.

Work Environment: Work is performed in a variety of field and office settings and may require exposure to dangerous and life-threatening situations. Must be willing to carry a firearm; mentally and physically capable of taking the life of another, if justified; willing to work any hour of the day or night (shift work), overtime, weekends, on call and holidays; work at any location in the City and travel on specific assignments.

Supervisory and Management Responsibility: None

Minimum Qualifications:

High school diploma or equivalent; Associate's degree preferred; US citizen; at least 21 years of age; must be certified as a peace officer with the Georgia Peace Officer Standards and Training Council and have 3 or more years of sworn law enforcement service with arrest powers from a full service policing agency; successful completion of the pre-employment process which includes oral interview, background check, criminal records and traffic history check, medical and drug screening, polygraph evaluation, and/or voice stress, valid State of Georgia Driver's License; equivalent combination of education and experience.